

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 31-501
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
28 JANUARY 2002**

Security

**PERSONNEL SECURITY PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 31-501, 1 August 2000, is supplemented as follows:

This publication applies to the Air National Guard and Air Force Reserve Command units. Maintain and dispose of records created as a result of prescribed processes according to AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 2002-1 which deletes the requirement to send Security Information Files (SIFs) via certified US mail (paragraphs 8.2.2.6 and 8.2.2.7). See the last attachment of this publication (IC 2002-1) for the complete IC. A bar (|) indicates revision from the previous edition.

1.1.2. Submit waiver requests to HQ AETC/SFI.

3.6.2. Process the waiver memorandum through the servicing security activity, normally SF, before filing in the individual's official personnel folder (OPF).

3.8.2. (Added) All enlisted accessions are processed for a national agency check with local agency check and credit check (NACLC) by Air Force Recruiting Service before entering active duty.

3.11. The training school commander grants and/or coordinates interim security clearances for Guard or Reserve members attending technical training schools. The students must report 1 workday earlier than the class start date with a copy of their investigation and a completed AF Form 2583, **Request for Personnel Security Action**. The AF Form 2583 will show the proper coordination and a confirmed receipt of investigation.

3.11.1.4. For investigations processed by HQ Air Force Recruiting Service (AFRS) on enlisted accessions, the Office of Personnel Management (OPM) or Air Force Recruiting Information Support System (AFRISS) submission receipt is acceptable. When an investigation can not be confirmed through a posted receipt or open investigation, contact the central adjudication facility (CAF).

3.11.2.4. For investigations processed by HQ AFRS on enlisted accessions, the OPM or AFRISS submission receipt is acceptable. When an investigation can not be confirmed through a posted receipt or open investigation, contact the CAF.

3.11.4. Unit security managers (USM) with access to Sentinel Key are responsible for entering the interim clearance in the Clearance and Access Verification System (CAVS).

3.15. The servicing security activity will provide a copy of the approval to HQ AETC/SFI.

3.18.1.1. (Added) The 319th Training Squadron (TRS) will include the questions in **Attachment 24 (Added)** as part of the sensitive skills interview process. Sensitive skills interviewers and counselors use criteria contained in DoD 5200.2-R, appendix I, to make sensitive skills determinations.

3.18.1.2. (Added) Sensitive skills Air Force specialty codes (AFSC) are identified in **Attachment 25 (Added)**.

3.18.2. If the investigation was processed to OPM, submit the single agency check (SAC) to OPM using a paper copy of the electronic personnel security questionnaire (EPSQ).

3.24.7. Submit appeals of denials or withdrawals through the local servicing security activity and HQ AETC/SFI.

3.27.2. Upon receipt of the investigation, the authorized requester will submit a memorandum to the appropriate commander for a suitability determination. According to governing directives, the unit commander and authorized requester will maintain a copy of the memorandum and investigation on file.

3.27.3.2. Systems administrators will prepare a memorandum or a local operating instruction outlining what actions have been taken to limit an individual's access.

3.27.3.3. Commanders will specify in a local operating instruction or official memorandum what types of increased monitoring will be conducted. Commanders will document interim automated information systems (AIS) access via memorandum and retain on file until the background investigation is completed or access is no longer required.

3.28. Persons in security access requirement (SAR) positions will submit the appropriate update before the expiration date of the investigation. Top Secret positions must be current within 5 years and Secret positions must be current within 10 years. Failure to complete the appropriate reinvestigation will result in termination of access to classified material and removal of SAR code.

5.2.1. Route all requests, to include supporting documentation, to HQ AETC/SFI.

5.2.2. Submit changes to the authorized requesters listing by the 15th of January, April, July, and October to HQ AETC/SFI for processing to HQ USAF/XOFI and the CAF. HQ AETC/SFI will review emergency additions on a case-by-case basis.

5.2.3.1. (Added) Emergency Telephonic Queries. An emergency normally exists when an individual requires access to classified information immediately in support of mission requirements. Immediate telephonic contact with the CAF is authorized when:

5.2.3.1.1. A newly assigned military member requires access to classified information to perform assigned duties or is entering technical training but there is no investigative or clearance data in the CAVS.

5.2.3.1.2. A new civilian employee assigned to a sensitive position requires access to classified information but there is no investigative or clearance data in the CAVS.

5.2.3.1.3. An interim personnel reliability program (PRP) certification is about to expire.

5.2.3.1.4. Technical training school students require clearance data for award of an AFSC, to receive orders for follow-on training, or for permanent change of station moves.

5.2.3.2. (Added) Authorized Callers. The installation chief of security forces identifies personnel authorized to call the CAF. Before calling the CAF, the authorized requester must have the subject's full name, Social Security number (SSN), dates and breaks of service, and any current clearance information from CAVS. After receiving information from the CAF, the authorized requester will record the data in the remarks section of CAVS.

5.2.3.3. (Added) Additional Guidance. In addition to the guidance in paragraphs **5.2.3.1. (Added)** through **5.2.3.2. (Added)**, the following procedures assist those units supporting student clearances (technical training, undergraduate pilot training [UPT], or specialized undergraduate navigator training [SUNT] students):

5.2.3.3.1. Security forces will coordinate with the training school registrar to obtain a technical training class roster at least 2 weeks before the class start date. This allows time to work issues and possibly avoid situations when a clearance may not be granted in time to start training.

5.2.3.3.2. If security forces, or authorized requesters, can not clear the students through normal procedures, such as confirming a receipt, granting an interim security clearance when appropriate, or validating the investigation status through CAVS, prepare a memorandum for the CAF. Fax the memorandum to the CAF and courtesy copy HQ AETC/SFI with the student's full name, SSN, any break in service, type of clearance required, and class start date. Allow a minimum of 2 days for a response from the CAF.

5.2.5. Submit this information through HQ AETC/SFI.

7.1.2.1. The servicing security activity will review the authorized change request (ACR) and concur or nonconcur with the request. The following procedures apply:

7.1.2.1.1. Concur Actions. The servicing security activity approves the request, maintains a copy, and forwards the request to the servicing manpower office for action.

7.1.2.1.2. Nonconcur Actions. The servicing security activity prepares a memorandum to the unit commander providing justification for nonconcurring with the ACR. The unit commander may resubmit the request with additional justification for reconsideration. If the servicing security activity and unit commander still disagree on the ACR, it will be staffed to the appropriate group commander for resolution.

7.1.2.2. Conduct the review during the month of June and document results of the review via memorandum. Retain a copy in the unit security manager's handbook and forward a copy to the servicing security activity.

7.1.2.4. If an investigation that is in progress is no longer required, request cancellation through the servicing security activity.

7.3.1. NOTE: The Automated Security Clearance Approval System (ASCAS) is no longer authorized to validate security clearance information and will not be used.

7.4.2.8. Submit changes (non-SCI) for appointment as primary and alternate Sentinel Key account managers by the 15th of January, April, July, and October to HQ AETC/SFI for processing to the CAF. Emergency additions will be reviewed on a case-by-case basis. The following access levels will be assigned within AETC for non-SCI accounts:

7.4.2.8.1. Level 4. HQ AETC/SFI, 2 AF/DO, 319 TRS/TPSC, 19 AF/DO, and Det 1, 325 FW/SF.

7.4.2.8.2. Level 5. Base-level information security program managers (ISPM), military personnel flights, civilian personnel flights, and unit-level security managers. **NOTE:** Level 5 is only for those unit-level security managers with multiple personnel accounting symbol (PAS) codes when PAS code filtering does not allow access to all assigned personnel. Units requesting level 5 access must request access, in writing, from the servicing security activity. PAS code filtering will be removed once migration to Joint Personnel Adjudication System (JPAS) is completed.

7.4.2.8.3. Level 6. Installation entry controllers and entry controllers for restricted and controlled areas or other locations where positive verification of security information is required for access to a facility.

7.4.2.8.4. Level 7. Unit-level security managers.

8.2.1.2. Security information files (SIF) are not established on basic military trainees at Lackland AFB. The 319 TRS sends a copy of the discharge orders to the CAF when a basic trainee is separated for criteria that would otherwise result in establishing a SIF. The orders must show the reason for discharge.

8.2.1.5. When establishing a SIF on civilian personnel, unit commanders must also inform the labor and employee management relations section of the civilian personnel flight or element.

8.2.2.2. Use AETC Form 491, **Security Information File Checklist**, along with the checklist items listed in Attachment 16, basic publication. File SIFs in a six-part folder and label as follows:

8.2.2.2.1. AETC Form 491, **Security Information File Checklist**.

8.2.2.2.2. AF Form 2587, **Security Termination Statement**.

8.2.2.2.3. SF and commander correspondence generating the SIF.

8.2.2.2.4. CAVS transactions and messages to the CAF.

8.2.2.2.5. Police reports, OSI reports, investigative reports, other adverse reports or information.

8.2.2.2.6. Staff agency recommendations.

8.2.2.8. Within AETC, all SIFs will be closed within 120 days. When an extension is required for compelling circumstances, such as pending administrative or judicial action, the commander will notify the servicing security activity, via memorandum, outlining the reasons for the delay. The memorandum will become part of the SIF.

8.7. Commanders will forward all such requests through the installation servicing security activity.

12.4. AETC Form 491.

12.5. (Added) Forms Adopted. AF Forms 2583 and 2587; FS-240 and FS-545; and DS-1350.

NOTE: The following are added to Attachment 1:

Abbreviations and Acronyms (Added)

ABM —air battle manager

ACR —authorized change request

BMT —basic military training

ENJJPT —Euro-NATO joint jet pilot training

EWOW —electronic warfare officer

INS —Immigration Naturalization Service

JPAS —Joint Personnel Adjudication System

PAS —personnel accounting symbol

PCS —permanent change of station

SUNT —specialized undergraduate navigator training

SUPT —specialized undergraduate pilot training

UCT —undergraduate controller training

UPRG —unit personnel record group

UPT —undergraduate pilot training

USM —unit security manager

A2.1.1.3. In AETC, the following documentation is acceptable: birth certificate; certificate of naturalization; Immigration Naturalization Service (INS) certificate; FS-240, *Report of Birth Abroad of a Citizen of the United States of America*; FS-545, *Certificate of Birth*; DS-1350, *Certificate of Birth of a US Citizen*; or a valid US passport. (Review the passport to ensure it was not issued "for travel only.") All verification documents must be original or certified documents.

A2.2.1.7. Suspense copies will include all CAVS transactions and a copy of the receipt from the appropriate investigative agency indicating the investigation has been received. Maintain a copy of all documents transmitted, to include permanent change of station (PCS) orders, for 90 days in a transitory file.

A2.2.1.8. (Added) The 319 TRS submits single scope background investigation (SSBI) clearance requests to the appropriate investigative agency for all sensitive skill AFSCs depicted in **Attachment 25 (Added)**. A copy of the clearance request and receipt is filed in the member's unit personnel record group (UPRG). On arrival at the student's technical training location, the clearance package is removed and forwarded to the servicing security activity.

A2.4.1. (Added) Catch 'em in Training (CEIT) Program. Refer to **Attachment 26 (Added)** for guidance.

A2.6. The 319 TRS does not have to complete AF Form 2583 when personnel records are unavailable.

A2.10. OPM is also an authorized agency for completion of NACLCs.

A2.10.3. In this category, submit NACLCs for military and civilian personnel to OPM. **EXCEPTION:** Process investigations with overseas leads through Defense Security Service (DSS).

A2.10.5. (Added) All basic recruits are processed for a NACLC through the military entrance processing station (MEPS). If a recruit arrives at basic military training (BMT) without a requested NACLC on file, the 319 TRS initiates the appropriate background check and files a copy of the submitted package and receipt in the member's UPRG.

A2.11. OPM may also process certain categories of SSBI as identified by HQ USAF/XOFI. Those categories will be published periodically and released through command channels.

A2.11.2. OPM may also complete the single agency check (SAC). Submit the request in paper to OPM.

A2.12.2. Personnel in a Secret SAR-coded position must submit their periodic reinvestigation (PR) package through the servicing security activity before the existing investigation reaches the 10-year point. Failure to submit an updated PR will result in removal from the SAR-coded position and access to classified material terminated.

A2.12.3. Personnel in a Top Secret SAR-coded position must submit their PR package through the servicing security activity before the existing investigation reaches the 5-year point. Failure to submit an updated PR will result in removal from the SAR-coded position and access to classified material terminated.

Table A3.1. Note 4. OPM may also process this SAC request.

A3.7. Manpower positions will be SAR coded for the appropriate level of access when the duty position requires access to classified material three or more times per month.

Attachment 24 (Added)**QUESTIONS FOR FOREIGN CONNECTIONS OR VULNERABILITY TO BLACKMAIL OR COERCION**

NOTE: Questions relating to "relatives" mean immediate family members (spouses, children, mothers, fathers, sisters, brothers, stepbrothers, stepsisters, and stepparents). Immediate family members are those who live in a foreign country or who live in the United States but are not US citizens.

A24.1. Have you previously been or are you now being blackmailed, pressured, or coerced by any foreign individual, group, association, organization, or government to work for them or obtain information about the United States?

NOTE: A "yes" answer should be disqualifying for a sensitive skills AFSC if it relates to military or non-military information that provides the foreign entity information releasing US military information, technology, or patented nonmilitary information. It may also be disqualifying for Air Force enlistment.

A24.2. Have you been targeted and/or approached for possible blackmail or coercion or been pressured by any foreign individual, group, association, organization, or government?

NOTE: A "yes" answer should be disqualifying for a sensitive skills AFSC if information released contained military information/technology or nonmilitary patented information. It may also be disqualifying for Air Force enlistment.

A24.3. Are relatives who are employed by (or in any way connected with) any foreign government in an official capacity (for example, a foreign government contract related to military applications) representing the foreign government at meetings, conferences, or symposiums relating to intelligence or other military matters?

NOTE: A "yes" answer must be explored further and the individual asked if he or she can be blackmailed, coerced, or pressured by any foreign government interest to commit an act not in the best interest of the United States or his or her position as a US military member. A "yes" answer should be disqualifying for a sensitive skills AFSC and probably for Air Force enlistment.

A24.4. To your knowledge, are any relatives associated with any employee of a foreign intelligence service?

NOTE: A "yes" answer must be explored further. Ask the individual if he or she can be blackmailed, coerced, or pressured by any foreign government intelligence service to commit an act not in the best interest of the United States in his or her position as a US military member. A "yes" answer should be disqualifying for a sensitive skills AFSC and probably for Air Force enlistment.

A24.5. To your knowledge, are any relatives engaged in any conduct that could make you vulnerable to coercion, exploitation, or pressure by a foreign government?

NOTE: A "yes" answer needs to be explored. If the individual can be subjected to coercion, exploitation, or pressured by a foreign government, try to learn the reason. A "yes" answer should be disqualifying for a sensitive skills AFSC and probably for Air Force enlistment.

A24.6. What is the nature and extent of your contact with your relatives who are not US citizens?

NOTE: Visiting, telephoning, writing letters, or other electronic forms of communication are not disqualifying factors if there are no efforts by relatives to subject the individuals to coercion, exploitation, or pressure to support the goals of the foreign government.

A24.7. Do you possess or use a foreign passport?

NOTE: Security clearances are not granted to dual citizens, immigrant aliens, or foreign nationals. Only military members who are US citizens are granted a security clearance on completion of a favorable background investigation. A person who uses a foreign passport is either a dual citizen or foreign national. Do not place these persons in a sensitive skills AFSC or any position requiring a clearance unless they renounce dual citizenship. Verify the documentation that shows the individual is a US citizen.

A24.8. Does any relative have a substantial financial interest in any foreign-owned or -operated business that could make you vulnerable to foreign influence?

NOTE: If the answer is "yes," attempt to find out why the individual could be influenced by foreign interests. Do not place such an individual into a sensitive skills AFSC. This person may not be suitable for Air Force enlistment.

A24.9. If necessary, would you be willing to bear arms against any foreign country, including the country of which any relatives are citizens?

NOTE: A "no" answer bears further consideration. If the individual is not willing to fulfill military enlistment oath statements, he or she will not be placed in a sensitive skills AFSC. In addition, the individual should be evaluated for enlistment or retention.

A24.10. If required, would you be willing to engage in US intelligence activities against any foreign country, including the country of which any relatives are citizens?

NOTE: If the answer is "no," do not place the individual into a sensitive skills intelligence AFSC. However, this does not prevent the individual from being placed in another sensitive skills AFSC, if qualified.

A24.11. Are you subject to accepting or receiving educational, medical, or other benefits (for example, retirement, social welfare, etc.) from a foreign government?

NOTE: A "yes" answer is not disqualifying if the individual is not subject to coercion, exploitation, blackmail, or pressure by the foreign government.

A24.12. Because of your ties of affection or obligation to a foreign country, is there any condition to which you would agree or, through foreign influence, an act you would commit that would not be in the best interest of the United States or your position as a US military member?

NOTE: A "yes" answer should be reason for not placing the individual in a sensitive skills AFSC. In addition, he or she should be evaluated for Air Force retention.

Attachment 25 (Added)**SENSITIVE SKILLS AIR FORCE SPECIALTY CODES**

1A031	Inflight Refueling Apprentice
1A311	Airborne Communications System
1A731	Aerial Gunner
1C331	Command Post Apprentice
1N031	Intelligence Applications
1N131	Imagery Analysis Apprentice
1N231	Signals Intelligence Production
1N330	Cryptologic Linguist Apprentice
1N431	Signals Intelligence Analysis
1N531	Electronic Signals Intelligence Exploitation
1N631	Electronic Systems Security Assessment
2E331	Secure Communications Systems
2M031A	Missile and Space System Electronic Maintenance (ICBM)
2M031B	Missile and Space System Electronic Maintenance (ALCM)
2M032A	Missile and Space System Electronic Maintenance
2W131K	Aircraft Armament Systems
2W131L	Aircraft Armament Systems
2W231	Nuclear Weapons Apprentice
3C031	Communications—Computer Systems Operations
3C231	Communications—Computer Systems Control
3E831	Explosive Ordnance Disposal
9S100	Technical Application Specialist
8G000	USAF Honor Guard (NOTE: Even though this is not a sensitive skill, it requires an interview because of position sensitivity.)

Attachment 26 (Added)**CATCH 'EM IN TRAINING (CEIT) PROGRAM**

A26.1. Officer Training. The CEIT program is for officers attending specialized undergraduate pilot training (SUPT), Euro-NATO joint jet pilot training (ENJJPT), SUNT, and air battle manager (ABM) undergraduate controller training (UCT). CEIT identifies personnel in these programs to investigators in sufficient time to complete an SSBI before the officers graduate from training. Within 30 days of arrival to SUPT, ENJJPT, or SUNT, students will complete the appropriate security clearance background paperwork for submission. Within 10 days of arrival to ABM UCT, students will complete the appropriate background paperwork for submission.

A26.2. Conducting a Review. After the student completes the forms, the security manager and the authorized requester for the base will conduct a review for accuracy and potentially disqualifying information. (Refer derogatory information or any issues to the appropriate commander for further evaluation.) After completing the review, the security manager will maintain the forms. All SUPT and SUNT trainees entering the bomber/fighter track, navigator trainees entering the electronic warfare officer (EWO) track, and ENJJPT students will submit an SSBI no later than 30 days after entering their respective track. Authorized requesters send the clearance requests to the respective investigating agency. For ABMs, process the security paperwork immediately—do not wait on assignment night to submit the SSBI. For SUPT students not in the bomber/fighter track and SUNT students not in the EWO track, SSBI submission is based on the student's assignment as follows:

A26.2.1. On the first duty day following the assignment night, the security manager notifies SUPT and SUNT trainees. The security manager hand-carries AF Form 2583, **Request for Personnel Security Action**, to the hospital for a medical records check.

A26.2.2. The student finalizes his or her security clearance request documents, ensuring all data is correct and current. The security manager makes an appointment with the authorized requester for SSBI submission. All submissions are accomplished within 10 duty days after assignment night. The only exception is those students who do not find out if they will be in a bomber until after assignment night. Work those separately and as expeditiously as possible for completion.

A26.2.3. The authorized requester processes the SSBI package to the appropriate investigative agency (either DSS or OPM). The authorized requester notifies the outbound assignments section, in writing, of the investigation submission.

A26.3. SSBI Requirements. **Figure A26.1.** lists the pilot and navigator assignments that require an SSBI.

Figure A26.1. Pilot and Navigator Assignments that Require an SSBI.

AIRCRAFT	NAVIGATOR ASSIGNMENT LOCATION
F15E	Seymour-Johnson
B1	Dyess
B52	Barksdale
AC130	Hurlburt Field
EC130	Davis-Monthan
HC130	Moody
MC130	Kadena, RAF Mildenhall, Eglin, Eglin Field Nr 3, Hurlburt Field
E3	Kadena, Elmendorf
E8	Robins
KC135	Fairchild, Grand Forks, Kadena, McConnell, Robins, RAF Mildenhall, Mt Home, MacDill
RC/OC/WC135	Offutt
AIRCRAFT	PILOT ASSIGNMENT LOCATION
MH-53	Kirtland
UH-1N	Andrews
A10/OA10	Davis-Monthan
F15	Tyndall
F15E	Seymour-Johnson
F16	Luke
B1	Dyess
B2	Whiteman
B52	Barksdale
AC130	Hurlburt Field

EC130	Davis-Monthan
HC130	Moody
MC130	Kadena, RAF Mildenhall, Eglin, Eglin Field Nr 3, Hurlburt Field
E3	Kadena, Elmendorf, Tinker
E8	Robins
KC135	Fairchild, Grand Forks, Kadena, McConnell, Robins, RAF Mildenhall, Mt Home, MacDill
RC/OC/WC135	Offutt
KC10	McGuire, Travis

Attachment 27 (Added)

IC 2002-1

IC 2002-1 TO AFI31-501/AETC SUP 1, PERSONNEL SECURITY PROGRAM MANAGEMENT, 6 NOVEMBER 2001.

28 JANUARY 2002

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OPR: HQ AETC/SFI (MSgt Tacquard)

8.2.2.6. DELETE

8.2.2.7. DELETE

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